

Instructions for State Agencies and Institutions \$5 Million Vendor Proposals

All executive branch agencies and institutions of higher education shall provide on a weekly basis to the Department of General Services a report listing all vendors that have submitted a proposal (sealed, unsealed, or unsolicited) or an unsealed bid that could result in a contract valued at \$5,000,000 or more.

There is NO requirement to report vendor information for procurements being conducted using the competitive sealed bidding process as defined in Code of Virginia § 2.2-4301.

- Reports shall be updated weekly by making appropriate changes (additions and deletions) to the previously submitted report.
- Weekly reports, using the provided spreadsheet, shall be submitted to the DGS e-mail address: active.bidder@dgs.virginia.gov
- Weekly reports shall be submitted to the specified DGS email address every Friday by 4:00 p.m.
- Weekly reports shall be submitted even if there are no changes to the previously submitted report.
- Reportable data shall be added to the first weekly report submitted to DGS on or after the bid/proposal submission deadline or the date an unsolicited proposal was received.
- Reportable data shall be removed from the first weekly report submitted to DGS on or after the procurement is awarded or cancelled or the first weekly report submitted to DGS on or after the bid/proposal was rejected.
- There is to be only one weekly report (spreadsheet) submitted by each executive branch agency and institution of higher education. Each weekly report shall include all vendors that meet the reporting criteria on the date the report is submitted.
- No report is required from an executive branch agency or institution of higher education that does not have any bids or proposals that falls within the scope of the reporting criteria.

Questions? Contact Joe Damico, DGS Deputy Director at 804-786-311 or
joe.damico@dgs.virginia.gov.